

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Educational Institution Name]
[Institution Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this letter finds you well. I am writing to request educational support services for [Student's Name], who is currently enrolled in [Grade/Class] at [Educational Institution Name].
[Briefly explain the reason for your request, including any specific needs or challenges that require support services.]
I believe that with the appropriate support, [Student's Name] can achieve their academic goals. I would appreciate any information regarding the available services and the process for obtaining assistance.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Relationship to the Student]